USING THE RECONCILIATION WORKBENCH

Exercise 1: Reviewing Open Purchase Orders.

Steps	Directions	Comments
BEFORE STARTING THE EXERCISE, PLEASE MAKE SURE THAT YOU ARE IN THE TRAINING ENVIRONMENT: https://www.connectnd.us/psp/ndrt/?cmd=login. Use your regular User ID and password.		
1.	**Navigation:** *Purchasing → Purchase Orders → Reconcile POs → Reconciliation Workbench*	
2.	The first time you use the Reconciliation Workbench you will need to set up a run control ID. Click the '**Add a New Value**' tab. Verify Business Unit (BU) Enter a **WorkBench ID**. Click Add.	*The WorkBench ID can simply be your name or a description like RECONCILE.*
3.	**Filter Options Page** For best results, do not fill in any other filter options for reviewing. Simply click Search.	
4.	**Reconciliation WorkBench Page** 1. Give your run control ID a Description, such as "Reconcile POs" or "Review POs." 2. Click Save. 3. Just above the Save button you will see "**Go To**:" Click the link for **Set filter options**.	*You can use this run control ID each time you wish to use the Reconciliation Workbench. All you have to do is change the filter options to do various activities.*
5.	You will be taken back to the **Filter Options** page. • For Exercise 1, check only the **Status** box for "Open." • Make sure that **Receiving** is checked for "All." • Click Search.	
6.	Depending upon your agency's activity, you may have several or no purchase orders appear on this screen. POs with a status of "Open" can be: • Template POs (these should have a **Hold** status of "Y") • POs that have been entered and saved, but not budget checked nor approved.	
7.	As PO Administrator, you will want to investigate any **Open POs** that look suspicious, i.e., POs that are not a template or recently entered. 1. Click the 'Show All Columns' icon. 2. Check the PO Date and Last Activity columns for old POs that should be cleaned up. 3. There are three ways to look at the PO before acting: ○ Clicking on the blue hyperlink with the **PO number** ○ Clicking the icon in the **Lines** column ○ Click on the pencil icon in the last column on the right to **Edit the PO**.	**NOTE**: This training exercise was written with the PO Administrator role in mind. If you have the PO Recon role instead, please continue but realize that you might not have access to view or correct POs from the Workbench. In the normal course of business you would take a problem PO back to the buyer.

Steps	Directions	Comments
8.	If you have any open POs that you want to close, you can do that from this screen. If you do not have any, skip to Step 10. First you need to make sure the following are done before closing: • If the **Receipt Status** shows 'Not Recvd', you will have to change the **Receiving Required** field on the PO to "Receiving is Optional." • The PO must have a valid budget check status. Change the distribution however necessary to get a successful budget check.	*Keep in mind that you will not want to close a PO that your agency is still waiting to receive; only close the open POs where your agency changed its mind about purchasing the item(s).*
9.	Optional: To continue closing an open purchase order, follow the instructions for "Closing Purchase Orders."	Record any open PO IDs you are closing in the exercise here: __________________
10.	If your agency does not have any open POs, or if the ones showing are valid to keep, simply click the link at the bottom of the Reconciliation WorkBench page called **Set filter options.** Stay on the **Filter Options** page for the next exercise.	

Exercise 2: Reviewing Approved Purchase Orders.

Steps	Directions	Comments
1.	**Filter Options Page** Remove the checkmark from the Open **Status** box, and check the box for "**Approved**" instead. Click Search.	
2.	**Reconciliation WorkBench Page** Depending upon your agency's activity, you may have several or no purchase orders appear on this screen. POs with a status of "Approved" can be: 1. POs waiting to be dispatched; 2. POs that are approved, but not budget checked; 3. POs that were approved, but were made out to the wrong vendor; 4. Old POs that were decided against further proceedings; 5. Other reasons.	
3.	As PO Administrator, you will want to investigate any **Approved POs** with reasons other than #1 in the previous step. • Click the 'Show All Columns' icon . • Check the PO Date and Last Activity columns for old POs that should be cleaned up. • There are three ways to look at the PO before acting: ○ Clicking on the blue hyperlink with the **PO number** ○ Clicking the icon in the **Lines** column ○ Click on the pencil icon in the last column on the right to **Edit the PO**.	
4.	If an approved PO is sitting out there ready to be dispatched except for the budget checking, you may use the pencil icon to edit the PO and budget check it there. You will probably want to verify the distribution chartfields for accuracy first. Inform the buyer that the PO can then be dispatched.	
5.	If the PO was approved but made out to the wrong vendor, it is too late to change the vendor ID. The buyer can create a new PO by copying the wrong one, then changing the vendor to the right business. The buyer can notify you when the new PO is ready for dispatching; then **CLOSE** the wrong PO – do not CANCEL it.	
6.	Sometimes purchase orders are created, but an agency changes its mind about buying the items. If such a PO appears on your list, go ahead and close it from this screen. If you do not have any, skip to Step 8.	
7.	Even though the status is "Approved," the PO still needs to have the following statuses to close properly: • The PO must have a valid budget check status. Change the distribution however necessary to get a successful budget check. • If the **Receipt Status** shows 'Not Recvd', you will have to change the **Receiving Required** field on the PO to "Receiving is Optional."	

Steps	Directions	Comments
	To continue closing an approved purchase order, follow the instructions for “Closing Purchase Orders.”	Record any Approved POs you are closing in the exercise here: ___________________
8.	If your agency does not have any approved POs, or if the ones showing are valid to keep, simply click the link at the bottom of the Reconciliation WorkBench page called **Set filter options.** Stay on the **Filter Options** page for the next exercise.	

Exercise 3: Reviewing Purchase Orders that are Pending Approval.

Steps	Directions	Comments
1.	**Filter Options Page** Remove the checkmark from the Approved **Status** box, and check the box for "**Pending Appr**" instead. Click Search .	
2.	**Reconciliation WorkBench Page** Depending upon your agency's activity, you may have several or no purchase orders appear on this screen. POs with a status of "Pend Approv" can be: 1. Brand new POs just entered; 2. POs that had change orders and were not put through the approval process again; 3. POs that had lines canceled; 4. Old POs that were decided against further proceedings.	
3.	As PO Administrator, you will want to investigate any **POs** with a status of **Pending Approv** for reasons other than #1 in the previous step. • Click the 'Show All Columns' icon . • Check the PO Date and Last Activity columns for old POs that should be cleaned up. • There are three ways to look at the PO before acting: ○ Clicking on the blue hyperlink with the **PO number** ○ Clicking the icon in the **Lines** column ○ Click on the pencil icon in the last column on the right to **Edit the PO**.	
4.	If a dispatched PO had a change order and is sitting out there with a status of pending approval: • Is the PO to be paid? If so, the PO cannot be pulled into a voucher without being budget checked, approved, and dispatched. • If the PO was partially received and paid against, sometimes buyers change the PO to match the invoice. If no further payments are to be made against this PO, see Step 5.	
5.	POs with a status of Pending Approval cannot be closed without a valid budget check status, the approval process is finalized, and the receiving is Optional on the PO. Once these issues are taken care of, go ahead and close it from this screen. To continue closing an approved purchase order, follow the instructions for "Closing Purchase Orders."	Record any POs Pending Approval you are closing in the exercise here: ____________________
6.	If your agency does not have any POs pending approval, or if the ones showing are valid to keep, simply click the link at the bottom of the Reconciliation WorkBench page called **Set filter options.** Stay on the **Filter Options** page for the next exercise.	

Exercise 4: Reviewing Open Encumbrances.

Steps	Directions	Comments
1.	The Reconciliation Workbench offers an easy to way to see where your agency may have encumbered funds that should not still be sitting out there.	
2.	**Filter Options Page** Remove all checkmarks except for "All" under **Receiving**. Check the box beside **Open Encumbrances** instead. Click Search.	
3.	**Reconciliation WorkBench Page** Depending upon your agency's activity, you may have several or no purchase orders appear on this screen. If more than 20 lines appear, you may want to download the report into an Excel spreadsheet. <u>If you do not have any open encumbrances, skip to Step 11</u>. Whether you view the report online or in a spreadsheet, you will want to be able to see all columns, so click the "Show All" icon first. **To Download to Excel**: 1. Click the Download link on the dark blue header. 2. Click "Open". 3. Click "Yes" to open the file. 4. If this is a report you want to save and take some time to look over, save it as an Excel spreadsheet to your computer.	
4.	POs with **open encumbrances** can have several different statuses and for different reasons: 1. Recent POs not paid yet; 2. POs that were partially received and paid; 3. POs whose vouchers were for a different dollar amount; 4. POs paid by regular voucher and not a PO voucher; 5. POs that were closed and not budget checked; 6. POs that were canceled and not budget checked; 7. Other reasons.	

5.	As PO Administrator, you will want to investigate any **POs** with **Open Encumbrances** for reasons other than #1 in the previous step.
	• Check the PO Date and Last Activity columns for old POs that should be cleaned up.
	• There are three ways to look at the PO before acting:
	  ○ Clicking on the blue hyperlink with the **PO number**
	  ○ Clicking the icon in the **Lines** column
	  ○ Click on the pencil icon in the last column on the right to **Edit the PO**.	

6.	If a PO was partially received and paid: • Is the remainder expected to be received? If so, leave the PO as is. • If no further payments are to be made against this PO, close the PO according to Step 10.	

Steps	Directions	Comments
7.	If a PO was vouchered for a different dollar amount, were the items received in full so it can be closed? If so, close the PO according to Step 10.	
8.	If your agency uses regular vouchers to pay purchase orders rather than PO vouchers, you may often have open encumbrances until those POs are closed and budget checked. If you see a PO like this, close the PO according to Step 10.	
9.	If you have POs that were closed or canceled without budget checking, use the batch budget checking procedures for all of them by reading the PO Administrator checklist "Budget Checking Closed POs and Requisitions." If you encounter any errors budget checking any of these closed or canceled POs, contact the ConnectND Purchasing staff for further instructions.	
10.	Before any PO can close properly, the following statuses are necessary: • If the **Receipt Status** shows 'Not Recvd', you will have to change the **Receiving Required** field on the PO to "Receiving is Optional." • The PO must have a valid budget check status. Change the distribution however necessary to get a successful budget check. Once these issues are taken care of, go ahead and close it from this screen.	Record any POs you are closing in the exercise here: ________________
11.	If your agency does not have any open encumbrances, or if the POs showing are valid to keep, simply click the link at the bottom of the Reconciliation WorkBench page called **Set filter options.** Stay on the **Filter Options** page for the next exercise.	

Exercise 5: Reviewing POs with Specific Chartfield Distributions.

Steps	Directions	Comments
1.	PO Administrators can also use the Reconciliation Workbench to search for purchase orders for a particular chartfield value. Some fields you may want to search on are: • Account • Department • Project • Fund • Class	
2.	**Filter Options Page** Remove the checkmark beside **Open Encumbrances**. Since every agency uses their distribution fields differently, we will not walk through every one of these fields. Instead, choose one of the fields listed above that your agency watches spending on. Enter that value in one of the ChartFields on this page, then click Search.	
3.	**Reconciliation WorkBench Page** This feature is merely for searching a particular group of purchase orders. There is no need to "fix" anything on this page, unless you are looking to close a group of POs according to Project or other field. Whether you view the report online or in a spreadsheet, you will want to be able to see all columns, so click the "Show All" icon first. **To Download to Excel**: 1. Click the Download link on the dark blue header. 2. Click "Open". 3. Click "Yes" to open the file. 4. If this is a report you want to save and take some time to look over, save it as an Excel spreadsheet to your computer.	
4.	Click the link at the bottom of the Reconciliation WorkBench page called Set filter options. Stay on the **Filter Options** page for the next exercise.	

Exercise 6: More Searches on the Reconciliation Workbench.

Steps	Directions	Comments
1.	In the previous exercises, we searched primarily on the various statuses of purchase orders. The Filter Options page provides a multitude of other ways to search specific POs, requisitions, or groups of POs.	
2.	**Filter Options Page** Remove **all** checkmarks. Because each agency has their own buyers, PO numbers, etc., use the magnifying glass to look up your agency's values for the **Search Criteria**. Choose one of the following: **Purchase Order**: Can be a single PO or a range **PO Date**: Can be a single date or date range. This can come in handy each July for year-end or end-of-biennium spending. Activity Dates and Due Dates are not as accurate. Remember: The PO Date is on the header – it is not the budget or accounting date. **Requisition ID**: Search for a specific requisition, if your agency uses them. The **Request BU** field is not mandatory. **Vendor ID**: If you know the vendor number, you can find all POs made out to that vendor. **Buyer**: Find all POs entered by a particular buyer this way. **Contract ID**: If your agency uses contracts, you can search find all related POs. **Receiving**: Find your agency's POs that are: • Fully Received • Partially Received • Not Received at all Click Search.	
3.	**Reconciliation WorkBench Page** Your search results will appear on the Reconciliation Workbench page. You can determine if any further corrections need to be made based upon your search criteria. If necessary, download the search results into an Excel spreadsheet. Click the "Show All" icon first. **To Download to Excel**: 1. Click the Download link on the dark blue header. 2. Click "Open". 3. Click "Yes" to open the file. 4. If this is a report you want to save and take some time to look over, save it as an Excel spreadsheet to your computer.	
4.	If you want to do more searching, click the link at the bottom of the Reconciliation WorkBench page called **Set filter options.** Otherwise, you are done with exploring the Reconciliation Workbench!	*For future reference on using the Reconciliation Workbench, see the checklist at:* http://www.nd.gov/spo/connectnd/docs/reconciliation-workbench.pdf.